

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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Southborough Civic Centre
Council Offices
137 London Road
Southborough
Kent TN4 0NA

Community Centre - Crundwell Road Conditions of Hire

1. All applications for the use of the Centre must be made in writing on the hire form provided and addressed to the Town Clerk. Applicants must be over 21 years of age. Keys will only be issued to an adult and there must be an adult on site during the hire period.
2. The Centre will be let strictly in accordance with the scale of charges current at the time of hire.
3. The agreed hire charge shall be paid two weeks in advance and any refund, should you decide to cancel, will be at the sole discretion of the Town Council.
4. The session time booked includes any set up and clearing away time required, and keys must be returned promptly at the end of each session. The Centre must be vacated by 10.30 pm, at the latest, unless previously agreed with the Town Council.
5. **No alcohol shall be sold or consumed on these premises.**
6. **No tobacco or cigarettes shall be sold or consumed on these premises.**
7. The Town Council reserves the right to refuse to hire the Centre for any purpose, or to any person, or at any time withdraw or cancel a proposed hire. The hirer shall not be entitled to compensation for loss, damage, or any inconvenience he may suffer because of this action.
8. All hirers wishing to hire the Centre for any use that by its very nature will attract the attendance of members of the public, must have adequate Public Liability Insurance cover and provide the Town Council with a copy of the certificate and a risk assessment to cover their activities.

9. The Health and Safety Policy and the Health and Safety Rules laid down by the Town Council must be observed at all times and Hirers must at no time carry out practices that may compromise the health and safety of both Town Council employees and members of the public. Fire Extinguishers must not be removed from their fixings. They must not be used as door stops, these are provided and can be found in the kitchen. **Please note, the Council no longer permits the use of Bouncy Castles on the premises due to the health and safety risk this presents.**
10. You must not remove any items provided in the interest of Health and Safety at any time. Removal of any Health and Safety related items might leave those responsible open to prosecution.
11. **Any use of sound recordings requires a licence from Phonographic Performance Limited. Contact them on 0207 534 1160. A copy of the licence will be required with your application to hire.**
12. No fixtures and fittings shall be interfered with in any way. No nails, tacks or other fastenings shall be driven into the walls, fittings, floor or furniture and any damage done while the Centre is occupied or being used by the Hirer, his assistants or agents, shall be made good at the Hirer's expense.
13. Any decorations required must be carried out under the guidance in no. 12 above, should any be fixed contrary to these conditions, they shall become forfeited to the Council and removed by the Centre Keeper immediately.
14. The Officers of the Council and Police shall have free access to all parts of the premises, and the Hirer shall conform in every respect to their reasonable orders and directions.
15. The Hirer shall leave the Centre in an orderly state. All property and effects belonging to the Hirer left on the premises, will be at the Hirer's sole risk, and if not removed on termination of the hire, an additional sum may be charged, or the items removed without notice.
16. The Hirer shall check on the inventory provided that all items provided for use by the hirer are left clean and tidy ready for the next use. Any breakages or damage should be reported to the Centre Keeper.
17. In case of non-observance of any or all the before mentioned conditions both sections one and two apply, the Town Council reserve power to themselves, the Town Clerk, Office Administrator or Centre Keeper at any time to close the Centre and exclude all persons from within, and the fees or deposit paid by, or due from the Hirer, shall be forfeited.

On termination the Hirer agrees to leave the Centre in a clean and tidy state, all taps and lights turned off, all windows and doors closed and to secure the premises properly in the absence of the Centre Keeper. **All rubbish MUST be removed.**

Unless otherwise directed, keys are to be returned, immediately after the booking, to the person from whom they were collected. Under no circumstances may keys be retained after the end of the booked session.

Please be aware that failure to comply with any or all the above may result in future applications to use the Community Centre being refused.

I accept and will abide by the conditions relating to the Hire of the Community Centre in Crundwell Road, Southborough.

Signed.....

Print Name..... Date.....

NOTE: The term "Centre" in these Conditions shall be taken to mean the Community Centre and the immediate surrounding area owned by the Town Council.